



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1373

S: 4 March 2014

ARNG-HCM

4 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Announcement for the Staff Group Advisor (SGA) for the Sergeants Major Academy Nonresident Course, Fort Bliss, TX.

1. References:

a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.

b. ARNG-HRH Memorandum, Subject: Title 10 Active Guard Reserve Life Cycle Management Strategy and Plan, dated 7 September 2012.

2. The ARNG is seeking applications from highly qualified Non-Commissioned Officers (NCOs) to serve as the Staff Group Advisor (SGA) for the Sergeants Major Academy Nonresident Course, Fort Bliss, TX.

3. Eligibility. Current Title 32 (T32) Active Guard Reserve (AGR), Current Title 10 (T10) AGR, and Traditional status NCOs in the grade of E-9.

4. The selected NCO will be processed the following way depending on their current duty status.

a. T32 AGR NCO – will be accessed into the T10 AGR program for duration of three years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to the T32 AGR program or to traditional duty status.

b. Traditional (M-Day) NCO – will be accessed into the T10 AGR program for duration of three years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to traditional duty status.

c. T10 AGR NCO – will remain in the T10 AGR program and will receive Permanent Change in Station (PCS) or reassignment orders.

5. Brief Duty Description. The Staff Group Advisor (SGA) for the Sergeants Major Nonresident Course (SMNRC) instructs, counsels, and mentors approximately 160 senior Noncommissioned Officers annually during the monthly resident phase to serve in positions of increased responsibility within the Department of Defense Teaches over 100 hours of military and college-level academic material and develops, writes,

ARNG-HCM

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and reviews lesson materials for the SMNRC. This SGA conducts and supervises monthly weigh-ins and is responsible for over \$60,000 worth of equipment. As the SGA, advises on Army National Guard Affairs within the Nonresident department.

Additional responsibilities/areas of interest are: SMNRC standards; Implementation and facilitation of new course material; Lesson plan development; Conducting course and lesson AARs; Height and Weight Evaluator; APFT Administer; Narrator for all Course Graduations.

6. Pre-requisites:

- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
- b. Rank: Sergeant Major/E-9 (Para 558A / Ln 01)
- c. MOS: Immaterial
- d. Military Education: Graduate, Sergeants Major Academy, USASMA
- e. Civilian Education: Bachelor's degree recommended
- f. Experience: 12-months Time In Grade serving in a SGM/CSM position. Recommend 2 years on the job experience.
- g. Security Clearance: Must possess a Secret clearance at time of application.
- h. 18 months or more time on station (T10 only).
- i. 8 months or less remaining on approved High School Stabilization (T10 only).
- j. This is a highly visible environment where excellence is the norm; therefore each nominee must have a documented history of sustained superior performance, and display the following characteristics: possess exemplary administrative and communication skills, both oral and written. Be a consummate team player, while working with senior level Soldiers. Display the highest standard of military appearance and bearing.

7. Application.

- a. T10 AGR NCO – contact your Assignment NCO for an example of the 4187 that must be completed. Accompanying the 4187 will be a copy of your ERB, 705, 5500/1, last 3 NCOER's, latest PME 1059, and verification memo for your security clearance.

ARNG-HCM

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Once the 4187 is completed with all signatures you can mail the packet to the address in 7b or email the completed packet to your Assignment NCO.

b. T32 AGR/M-Day NCO – application procedures and required forms are available on the ARNG GKO website: <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>. Application packets should be sent to the National Guard Bureau Readiness Center, ARNG-HCM-E, 111 South George Mason Drive, Arlington, VA 22204-1373 or emailed to the POC listed below in 9. All packets must be in accordance with the enclosed application process and be received no later than 4 March 2014.

c. Applications received with postage funded by the US Government for “personal” mail will be destroyed. Applications received with (TAG, MILPO, etc) endorsements are authorized US Government funded postage. Use of Government funded overnight or express mail is not authorized.

d. This announcement will close at 1700 EST on 4 March 2014. Packets received after this time or packets that are not complete, IAW the T10 AGR NCO application checklist, will be returned without action.

8. The point of contact for position information is SGM Donna Balderston, Staff Group Advisor for the Sergeants Major Academy Nonresident Course, e-mail address: donna.m.balderston.mil@mail.mil.

9. Point of contact for packet submission is MSG Robert M. Montgomery, Assignments NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7530, 703-601-7530, or robert.m.montgomery24.mil@mail.mil and alternate, SSG Cherry Smith, Accessions NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7534, 703-601-7534, or cherry.d.smith2.mil@mail.mil.

Encl

DENNIS P. CHAPMAN
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Chief, Human Capital Management Division

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